



***State of Louisiana***  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

January 6, 2000

CT#:\_\_\_\_\_

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-47

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Purge of Terminated Employees from Payroll Files

Employees who terminated prior to December 26, 1999 and whose current bond balances or data reported on the 1999 W-2 reports are equal to zero have been purged from UPS files. A Payroll File Employee Purge Report (BL1404-01) listing these employees is attached. Please check this report to assure proper employee purging.

If there are any questions, please call the UPS Help Desk at (225) 342-8928.

RSM:CS/kmb

Attachment